How to Prioritize Your Lists of Anything

On the next page is a method for taking ten items, of any kind, and figuring out which one is the most important to you, which one is next most important, and so forth.

• Insert the items to be prioritized, in any order, in Section A, on the following page. Then, in Section B, compare just the two items that are in each small box. For example, the first little box has a 1 and a 2 in it, standing for whatever you listed as item #1 and item #2 in Section A. Which one of these is more important to you? You might ask it in some such form as this: "If I were offered two jobs, and the first job gave me a chance to use the skill in item #1, but not the skill listed in item #2 -- while the second job gave me just the opposite: a chance to use the skill listed in item #2, but not the skill listed in item #1 -- which job (other things being equal) would I take?" You then circle, in that first box in Section B, whichever skill you preferred in that pair. Then go on to the next pair in the next little box of Section B, which has 1 and 3 in it, and ask the same kind of question.

• When you have finished circling one number in each small little box, turn to Section C. The first question there is: "How many times circled?" -- referring to the Items, by number, immediately above. So, count how many times Item #1 got circled, and enter that total immediately under the "1" in Section C. Then count how many times Item #2 got circled, etc., through all ten items. The next question in Section C is: "Final rank?" The one with the most circles is counted as first (copy it down as new number 1 in Section D). The one next most circled is counted as second (new number 2 in Section D). And so forth.

A similar prioritizing grid for a larger number of items (twenty-four) appears on the page following the ten-item prioritizing grid.
Prioritizing Grid for 10 Items

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Prioritizing Grid for 24 Items

Each time you use this grid, make a photocopy of it, and fill in the photocopy rather than the original. (You will need to photocopy this grid many times as you go through this process.)